

## POLICY 4101

### BBIS FIRST AID POLICY

In case of injuries or sickness, the teacher decides whether the student will be sent to the school nurse, the nurse will be called to see the student or an ambulance be called immediately.

The nurse will assess the situation and if the injury or sickness requires further medical measures (such as sending the child to a doctor or to an emergency room) the nurse will take the necessary steps. Parents will be contacted at the shortest possible time informing them of the situation. The school must always err on the side of caution.

If the student has to leave the campus due to medical reason the nurse or a secretary will inform the relevant staff via ManageBac.

For any injury that requires medical attention (or in cases where a medical follow up is advised), the nurse will complete an accident report. All accident reports are filed by the nurse and kept at the nurse's office up to five years for eventual referral to the insurance company. If further professional medical treatment is required, the accident report will be sent to the *Gesetzliche Unfallversicherung*.

To prevent accidents caused by school facilities, the nurse is in close contact with the Health & Safety officer and facility management.

According to German law we have a number of first aiders trained, who are available on campus.